



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081

ROBERT LOUGY
Acting Attorney General

JENNIFER E. FRADEL
Administrator

May 3, 2016
AMENDED NOTICE OF JOB VACANCY
#16-111

An opportunity currently exists in the unclassified service within Department of Law and Public Safety, Division of Consumer Affairs for applicants who meet the requirements listed below:

TITLE: Government Representative 2, Board of Nursing

SALARY: \$40,000.00-\$50,000.00

LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of one or more Executive Director(s) of professional licensing boards, assists with board operations and administers all board business. Assists in the administration and coordination of testing of candidates for licensure, as required. Assists in overseeing the application process for licensure and issues licenses to qualified individuals. Supervises staff. Responds to written, electronic or telephone inquiries and complaints. Collects data and prepares reports required and/or requested by Executive Directors. Assists in the preparation of board records and files, including licensing and examination files, rules and regulations, continuing education material, and all legal resource material. Assists in the execution of board decisions and policies as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of administrative experience in a business or government agency with responsibility for assisting in the direction and/or coordination of office administration and other support services.

LICENSE: Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of May 17, 2016 to:

*Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085
LPS.Humanresources@lps.state.nj.us*

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

